



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

**"Jefferson County: Responsible government  
advancing quality of life"**

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** March 5, 2015

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of March 9, 2015

<b>March 9, 2015 Monday</b>	UW Extension Education Committee	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
	Drainage Board	9:30 a.m.	Jefferson County Courthouse Rm 202
<b>March 10, 2015 Tuesday</b>	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	County Board	7:00 p.m.	Jefferson County Courthouse Rm 205
<b>March 11, 2015 Wednesday</b>	No Scheduled County Meetings		
<b>March 12, 2015 Thursday</b>	Finance Committee	8:30 a.m.	Jefferson County Courthouse Rm 112
	Zoning Board of Adjustment – Site Inspections	9:45 a.m.	Jefferson County Courthouse Rm 203
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse Rm 205
<b>March 13, 2015 Friday</b>	Task Force on County Operations & Organization	8:30 a.m.	Jefferson County Courthouse Rm 202
<b>March 14, 2015 Saturday</b>	Lower Spring Lake Protection & Rehabilitation District	10:00 a.m.	Village Hall 100 Taft St, Palmyra
<b>March 15, 2015 Sunday</b>	No Scheduled County Meetings		



**Jefferson County**

**University of Wisconsin-Extension  
Cooperative Extension**

864 Collins Road  
Jefferson, WI 53549

(920) 674-7295

(920) 674-7200 (fax)

**DATE:** March 3, 2015  
**TO:** Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Dick Schultz and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, Matt Hanson  
**FROM:** LaVern Georgson, Agriculture Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, March 9, 2015 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of February 9, 2015 meeting minutes
5. Communications
6. Public Comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.
7. Budget Update
8. Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats., Considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (affirmative roll call vote required)
9. Move into open session pursuant to Section 19.85(2), Wis. Stats., to conduct business as detailed on the duly posted agenda (affirmative roll call vote required)
10. Next meeting date – April 13, 2015
11. Identify Future Agenda Topics
12. Adjourn

**The Committee may discuss and/or take action on any item specifically listed on the agenda.  
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

*“Enriching people with knowledge, perspective, skills and aspirations.”* University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

**JEFFERSON COUNTY FARM DRAINAGE BOARD Monthly  
Board Meeting  
Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549**

March 9, 2015  
9:30 a.m.

**AGENDA**

1. Call meeting to order
2. 10:00 a.m. Drain 15 - Hearing regarding possible Assessment
3. Pay bills
4. Motion to adjourn

# AGENDA

Jefferson County Human Services Board  
Jefferson County Workforce Development Center,  
874 Collins Road, Room 103, Jefferson, WI 53549  
March 10, 2015 at 8:30 a.m.

## **Board Members:**

**Jim Mode, *Chair***

**Dick Jones, *Vice Chair***

**John McKenzie, *Secretary***

**Augie Tietz**

**Russell Kutz**

**Jim Schultz**

**Cynthia Crouse**

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Introduction of new Human Services Board member: Cynthia Crouse
5. Review of the March 10, 2015 Agenda
6. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
7. Approval of February 10, 2015 Board Minutes
8. Communications
9. Review of final December, 2014 Financial Statement
10. Review and Approve February, 2015 Vouchers
11. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
12. Update on New Professional Contracts
13. Review of relevant issues from Governor's proposed budget
14. ADRC information and update
15. Director's Report
  - a. County Task Force on Operations
  - b. Update on grants
16. Updates from Wisconsin County Human Services Association
17. Set next meeting date and potential agenda items (April 14 at 8:30)
18. Adjourn

**The Board may discuss and/or take action on any item specifically listed on the Agenda. Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**AGENDA**

**JEFFERSON COUNTY BOARD MEETING**

**March 10, 2015 7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF FEBRUARY 10, 2015 MEETING MINUTES**
7. **SPECIAL ORDER OF BUSINESS**
  - a. Resolution – In Memoriam – Kathleen Groskopf – Supervisor Nass
  - b. Proclamation - K-9 Veterans Day
  - c. Proclamation – Month of April 2015 as Child Abuse and Neglect Prevention Month
8. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report
  - b. Letter dated February 24, 2015 from Gardiner Appraisal Service, LLC
  - c. Resignation – Kathleen Woodbury from the Historic Sites Preservation Commission
  - d. Resignation – William Von Rohr from the Mid Wisconsin Federated Library Board
  - e. Resignation – Julie Merritt from the Human Services Board
  - f. Resignation – Elizabeth Stoffel from the Jefferson County Library Board
  - g. Zoning Committee Notice of Public Hearing, March 19, 2015
9. **PUBLIC COMMENT** (Agenda Items)
10. **ANNUAL REPORTS**
  - a. County Clerk – Barbara Frank
  - b. Medical Examiner – Nichol Wayd
  - c. Register of Deeds – Staci Hoffman
  - d. Treasurer – John Jensen

**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**

11. **ADMINISTRATION AND RULES COMMITTEE**
  - a. Resolution – Authorization to enter into a cooperative agreement relative to transportation planning services in that portion of Jefferson County include in the Milwaukee urbanized area
12. **FINANCE COMMITTEE**
  - a. Resolution – Providing for the sale of not to exceed \$4,390,000 general obligation county building bonds, series 2015A
  - b. Resolution – Action on year-end requests to carry over funds
  - c. Resolution – Action on year-end departmental deficits and surplus
13. **HIGHWAY COMMITTEE**
  - a. Resolution – Authorize Highway Department equipment purchases
  - b. Resolution - Satellite facilities – Lake Mills and Concord
  - c. Resolution – Authorization to sell remnant parcel of county owned property

14. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE
  - a. Resolution – Public safety radio and dispatch system upgrade
15. PLANNING & ZONING COMMITTEE
  - a. Report – Approval of Petitions
  - b. Ordinance - Amend Zoning Ordinance
  - c. Resolution – Approval of St. Mary Magdalene Cemetery 2015 Addition
16. **TIME OF APRIL 21<sup>ST</sup> COUNTY BOARD MEETING BOARD RULE 3.01 (2)**
17. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
  - a. Phil Neidner, Watertown, WI to the Traffic Safety Commission for an indeterminate term
  - b. Michael Opager, Watertown, WI to the Historic Sites Preservation Commission for a three-year term ending April 1, 2018
  - c. Cindy Arbiture, Sullivan, WI to the Historic Sites Preservation Commission for a three-year term ending April 1, 2018
  - d. Art Biermeier, Waterloo, WI, to the Jefferson County Library Board to fill an unexpired term ending December 31, 2017
  - e. Cynthia Crouse, Jefferson, WI to the Human Services Board to fill an unexpired term ending November 1, 2016
18. **APPOINTMENT BY COUNTY BOARD CHAIR**
  - a. Michael Koller, City Reporter, Watertown Daily Times, to the Local Emergency Planning Committee (LEPC) for an indeterminate term
19. **PUBLIC COMMENT** (General)
20. **ANNOUNCEMENTS**
  - a. Update: Task Force on County Government Organization & Operations
21. **ADJOURN**

**NEXT COUNTY BOARD MEETING**

**APRIL 21, 2015 - TIME TO BE DETERMINED - ROOM 205**

**Agenda**  
**Jefferson County**  
**Finance Committee**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Thursday, March 12, 2015

Time: 8:30 a.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braughler, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Finance Committee minutes for March 6, 2015
7. Communications
8. Discussion of funding for projects related to the new Highway Facilities
9. Review and discussion on 2015 projections of budget vs. actual
10. Discussion and possible action on RFP's for Investment Services.
11. Update on contingency fund balance
12. Set future meeting schedule, next meeting date, and possible agenda items
13. Payment of invoices
14. Adjourn

Next scheduled meetings:	Thursday, April 9, 2015 Regular Meeting
	Thursday, May 14, 2015 Regular Meeting
	Thursday, June 11, 2015 Regular Meeting
	Thursday, July 9, 2015 Regular Meeting
	Thursday, August 13, 2015 Regular Meeting
	Thursday, September 10, 2015 Regular Meeting

All meetings are scheduled to begin at 8:30 am in Room 112 unless otherwise noted.

*The Committee may discuss and/or take action on any item specifically listed on the agenda.*

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.***

# JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Janet Sayre Hoeft, Chair; Dale Weis, Vice-Chair; Don Carroll, Secretary;  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON MARCH 12, 2015 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 9:45 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 10:00 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 9:45 a.m.*
2. *Roll Call*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Review of Agenda*
5. *Approval of February 12 Meeting Minutes*
6. *Communications*
7. *Site Inspections – Beginning at 10:00 a.m. and Leaving from Room 203*  
*V1443-15 – David & Laurie Jackowski, near N407 Oxbow Bend, Town of Koshkonong*  
*AP1449-15 – David Hall, W7730 Lamp Road, Town of Sumner*  
*V1444-15, V1445-15, V1446-15, V1447-15 & V1448-15 – Judy Leikness, N2903 CTH J, Town of Oakland*  
*V1440-15 – Aztalan Inn/Godfrey Enterprises LLC Property, W6630 CTH B, Town of Aztalan*  
*V1442-15 – Kay Probst Trust/Brian & Jennifer Statz Property, Probst Lane, Town of Farmington*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

## NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, March 12, 2015 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; decisions shall be rendered after public hearing on the following:

**V1440-15 – Aztalan Inn/Godfrey Enterprises Property:** Variance from Sec. 11.07(d) of the Jefferson County Zoning Ordinance to allow additions to the property at **W6630 CTH B** at less than the minimum required setback to the centerline and right-of-way of CTH B, and from Sec. 11.09(c) to exceed 50% of the structural members of that building to allow expansion of its footprint. The property is on PIN 002-0714-1713-009 (0.6 Acre) in a Business zone, Town of Aztalan.

**V1442-15 – Kay Probst Trust/Brian & Jennifer Statz Property:** Variance from Sec. 11.04(f)6.d to allow A-1 zones transferred from one parcel of record to another to retain the possibility of A-3 lot creation. The site in question is on **Probst Lane** in the Town of Farmington, on PIN 008-0715-3321-000 (39.87 Acres). The parcel



of record from which the lands were transferred is comprised of PINs 008-0715-2831-000 (40 Acres) and 008-0715-2832-000 (17.853 Acres), currently owned by the Kay Probst Trust.

**V1443-15 – David Jackowski:** Variance from Sec. 11.07(d) to allow a structure at less than the required road right-of-way and centerline setbacks. Variance from Sec. 11.10(d) to reduce the minimum 75-foot setback required from an ordinary high water mark. Variance from provisions of Sec. 14:4.3(2) for an accessory structure with its first floor at less than the regional flood elevation height. Variance from Sec. 14:5(2) because the proposal does not meet all provisions of the flood storage district. The site is in the Town of Koshkonong, on PIN 016-0513-3412-021 (0.631 Acre) near **N407 Oxbow Bend**.

**V1444-15 – Judy Leikness:** Variance from Sec. 11.09(c) to exceed 50% of the structural members and allow expansion of the footprint of the house at **N2903 CTH J** in the Town of Oakland. The property is on PIN 022-0613-3511-000 (0.25 Acre) and is zoned A-1, Exclusive Agricultural.

**V1445-15 – Judy Leikness:** Variance from Sec. 11.07(d)2. to allow detached garage construction at less than the required setbacks to CTH J and CTH C right-of-ways and centerlines. The site is at **N2903 CTH J** in the Town of Oakland on PIN 022-0613-3511-000 (0.25 Acre) in an A-1, Exclusive Agricultural zone. (Option 1)

**V1446-15 – Judy Leikness:** Variance from Sec. 11.04(f)6 to construct a detached garage at less than the minimum rear yard setback and 11.07(d)2 for it to be at less than the required setbacks to right-of-way and centerline of CTH C. The site is at **N2903 CTH J** in the Town of Oakland on PIN 022-0613-3511-000 (0.25 Acre) in an A-1, Exclusive Agricultural zone. (Option 2)

**V1447-15 Judy Leikness:** Variance from Sec. 11.07(d)2 to construct a deck at less than the required right-of-way and centerline setbacks to CTH C. The site is at **N2903 CTH J** in the Town of Oakland on PIN 022-0613-3511-000 (0.25 Acre) in an Exclusive Agricultural zone.

**V1448-15 – Judy Leikness:** Variance from Sec. 11.06(d)3 to allow access onto CTH C at less than the requirement from an intersecting highway. The site is at **N2903 CTH J** in the Town of Oakland on PIN 022-0613-3511-000 (0.25 Acre) in an A-1, Exclusive Agricultural zone.

**AP1449-15 – David Hall:** Appeal of an administrative decision to not conduct a reassessment of the substantially damaged property at **W7730 Lamp Road**, PIN 028-0513-1144-019 (0.138 Acre) in the Town of Sumner. The site is in a Waterfront zone.

- 10. Decisions on Above Petitions
- 11. Adjourn

If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).

The Board may discuss and/or take action on any item specifically listed on the agenda.

## **JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*

# **AGENDA**

## **Task Force on County Operations & Organization**

Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

March 13, 2015 – 8:30 a.m.

### **Members**

Kathi Cauley, Jennifer Hanneman-Chair, Sue Happ, George Jaeckel, Ron Krueger, Russell Kutz-Vice Chair, Steve Nass, Joe Nehmer, Timothy Smith-Secretary

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Introductions
5. Review of Agenda
6. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
7. Approval of February 25, 2015 Task Force meeting minutes
8. Follow-up and discussion on Department Audits
9. Further discussion on CQI/LEAN Process
10. Discussion and possible action on principle statement
11. Review information from Department Heads regarding comparable counties
12. Discuss scheduling topics for future agendas
13. Communications
14. Tentative Future Meeting and Agenda Items (March 25, 2015)
15. Adjourn

The Committee may discuss and/or take action on any items specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT**

**2<sup>nd</sup> Quarterly Meeting**

**Village Hall  
100 Taft Street  
Palmyra, WI**

**March 14, 2015 10:00 A.M.**

*Members: Carol Dixon, President; Pat Zimmerman, Secretary; Vicki Bradford, Treasurer; Blane Poulson, County Board Rep; David Turner, Village of Palmyra Rep*

- Call to order (Carol)
- Reading of Minutes for January 17<sup>th</sup>, 2015 (Pat)
- Treasurer's Report (Vicki)
- Chemical Treatment Report (Patricia & Steve)
- Clean Boats, Clean Waters Report (Dorothy)
- Boat Launch Improvement Update (Al & Lance Stocks, DNR)
- Geese Depredation Proposal and Vote (Bill & Mike Jones, DNR)
- Dam Repair Grant Update (Josh - email)
- Village Board Presentation (Carol)
- Open Forum
- Next Meeting Date
- Adjournment